



5

**All India Institute of Medical Sciences
Bilaspur, H.P. 174001
Procurement Section**



E-mail: procure_drug@aiimsbilaspur.edu.in , storeofficer@aiimsbilaspur.edu.in

File No. AIIMS/BLS/(G)/2024-18

Date:07.03.2024

**Subject: Adoption of Rate Contract of AIIMS/PGI/INI for Procurement of Narcotics
Drugs reg.**

NOTICE

As per the approval from competent authority, all the interested registered Rate Contract Vendor/Supplier of Institute of National Importance (INI) like AIIMS, PGI Chandigarh for Narcotic Drugs are invited for establishment of Rate Contract (RC) with AIIMS Bilaspur on same terms and conditions as agreed with principal institute. The procedure is as follows.

1. Eligible vendor/supplier will submit the duly certified copy of Rate Contract (RC) with INI/PGI/AIIMS from concerned institute along with the declaration (Annexure-1) to Procurement Section, 3rdFloor, Academic Block, AIIMS Bilaspur, H.P. 174001 within Three weeks (21 days) of issuing the notice.
2. The Institute will Scrutinize and compare the submitted copies of rate contract.
3. Firms will be shortlisted/ empaneled based on lowest rates among the submitted rate contracts and other terms and conditions.
4. Agreement will be signed accordingly with the selected firms. Undertaking of rate contract firm to supply Narcotic Drugs at the same rate and same terms & conditions (F.O.R) to AIIMS Bilaspur HP (174001).
5. Placing Supply Order to the Rate Contract Firm.

If any clarification is required regarding this kindly contact through email:

procure_drug@aiimsbilaspur.edu.in

Prepared By:- J.A.A.

Checked By:- S.K.

**Faculty In-charge
(Procurement)**

4



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Annexure-1

Declaration

**I /we, M/s. (Name of Firm) , agree to supply the medicines/
Consumables to AIIMS Bilaspur for following Standard Terms and
conditions in Reference to Rate Contract No. (RC No.) with (Name of
Principal Institute).**

**These standard terms and conditions are additional term and conditions
to original NOA/Agreement signed with principal INI. If any condition is
contradictory the above standard terms and conditions should be
applicable.**

- 1) In case of Drugs/Consumables with life:
 - a) Stock should be supplied to this Institute from the latest batch and such a stock should have a minimum shelf-life period of 75% (life span of drugs/consumables 3/4th). Depending upon the normal potency prescribed.
- 2) Each supply and batch should be accompanied with a copy of Certificate of Analysis (COA) from Government approved drugs/consumables testing laboratory/NABL accredited labs/any other testing agency (whichever applicable). Failure to comply may lead to rejection of supply. First supply of the item should accompany with manufacturing license/import license mentioning the name of the item supplied.
- 3) The bidder will invariably supply with Stamp as "AIIMS, BILASPUR (HP) SUPPLY NOT FOR SALE" along with Batch No., Manufacturing Date & Expiry Date of Drugs.
- 4) In case of any discrepancy observed in any Medicine during inspection, the supplier will be responsible for withdrawal of the same on his own cost.
- 5) In case of defective Drugs/Consumables, 100% withdrawal will be done by the Supplier at his own cost.
- 6) Supplies should be marked to Faculty In charge (Stores), Store Section, Block D, AIIMS, Bilaspur (HP) - 174001, and should be door delivered to the Drug Store.
- 7) The entire first installment should be executed within 45 days from the date of issue of supply order. If the supply is not executed within 45 days, the supply order will be cancelled and alternate procurement action will be undertaken. The difference in cost (Minimum Rs.1500) will be recovered from the defaulted supplier as penalty.
- 8) If part supply is ordered the supplier must execute the mentioned part supply at once. Split part supply is not accepted.

[Handwritten Signature]
7/3/14



3

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9) LIQUIDATED DAMAGES: Supplies made after the stipulated period may be accepted if required, by levying a penalty at the rate of 0.5% of the total value of the order Per week or a part thereof, for a maximum of 10% . However, the decision is purely on the discretion of the Executive Director, AIIMS, Bilaspur (HP).

10) PAYMENT TERMS:

- a. The payment would be made for actual supply taken and no claim in this regard should be entertained. 100% payment will be made on receiving goods in store conforming to approved quality and ordered quantity.
- b. No payment shall be made for rejected stock. Rejected items must be removed by the supplier within two days from the date of rejection at their own cost and replaced immediately. In case rejected items are not removed, these will be auctioned at the risk and responsibility of the suppliers without notice.
- c. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount with revenue stamp.
- d. Two copies of the packing list identifying the contents of each package.

General Instructions:

- 1) The material will be received between 2.00 P.M. to 4.00 P.M. Only on working days and between 11.00 A.M. to 12.00 Noon Only on Saturdays.
- 2) Please produce the copy of Supply Order at the time of supply.
- 3) Firm has to make a supply of the item within the specified date of delivery. No reminder would be sent in this regard. If supply is not within the specified date. Supply order will be cancelled, Hospital store will proceed to arrange the item from market and amount incurred. On this account, will be recovered from your pending dues or from EMD/Performance Security under risk purchase clause to avoid loss to the institute.

Kindly Share the Distributor Details if applicable

- Firms (Distributor) Name.
- Contact details along with email id.
- Address

Signature with firm's Seal

[Handwritten Signature]
7/3/24